



Aspen Youth Center

Position: Program and Operations Coordinator
Category: Full-time/Salary (on occasion, job duties may exceed 40 hours during a particular week)
Reports to: Executive Director, Program Manager
Salary Range: \$40,000 - \$45,000

Job Description Overview:

The position of Program Coordinator is a single position that combines the tasks and duties of Office Coordinator and Program Coordinator with the added responsibility of oversight of program delivery, business administration, and maintenance of offices and facility.

Description of Duties:

Program Development and Implementation:

- Provide leadership and oversight to all aspects of Aspen Youth Center's after-school and summer programs;
- Assist the Program Manager in the development and implementation of innovative, creative, and exciting age-appropriate programming for youth in grades 4-12;
- Oversee and run at least two programs per week and multiple dodgeball sessions;
- If Program Manager is out due to vacation, illness etc., take over programmatic duties;
- Make appropriate decisions regarding consequences for youth;
- Make appropriate decisions regarding program schedule changes;
- Work with the Program Manager to hire, train, manage, schedule, and evaluate Program staff;
- As needed, maintain appropriate and timely communication with parents of AYC youth as necessary;
- Maintain communication with Program Manager about the development and/or implementation of programs and activities;
- Develop positive relationships with youth in grades 4-12 who use the services of Aspen Youth Center;
- Connect with youth visitors to Aspen Youth Center in a positive and appropriate manner;
- Act as a role-model and mentor for youth visitors to Aspen Youth Center;
- Model appropriate behavior for youth including attire, phone usage, and language;
- Assist Program Manager with management of equipment and supply inventory;
- Complete any and all duties that may be required in support of Aspen Youth Center programs.

Development duties:

- Enter all new donors and donations into NEON CRM;
- Maintains accuracy and integrity of databases by ensuring that all information is kept current and up to date;
- Troubleshoots database issues;
- Assists the Executive Director with the planning and execution of events including ticket and sponsorship sales, silent and live auction, décor, vendors, etc.
- Assist in basic administrative duties such as filing, data entry, maintaining a filing system, and more;

Business Operations:

- Track and record donations, and send tax-receipts and thank-you notes in a timely fashion;
- Ensure we are stocked with marketing materials;
- Oversee incoming and outgoing mail;
- Maintain a clean and organized office (shared spaces);
- Oversee all use and ordering of office supplies;
- Enter all youth data in KidTrax;
- Enter all donation and youth membership information into NEONCRM and Constant Contact;
- Keep NEONCRM and Constant Contact updated;
- Complete any and all duties that may be required for the successful business operation of Aspen Youth Center.

Maintenance of Facility:

- Oversee use and ordering of cleaning supplies and paper goods;
- Coordinate with contracted cleaning staff , evaluate their work and schedule special events etc.;
- Oversee facility for purposes of recording repair and maintenance needs including any broken equipment – communicate with Executive Director;
- Procure bids for and schedule maintenance and repair work with contractors;
- Ensure that AYC facility is returned to presentable condition after each use;
- Maintain building securing during on-duty hours;
- Plan and schedule birthday parties and other closed time rentals of facility;
- Complete any and all duties that may be required for the successful operation of the Aspen Youth Center.

Organizational Duties:

- Assist with mailing campaigns and marketing efforts as required;
- Be prepared to answer questions about current programs and activities and be familiar with the history of AYC;
- Act as an ambassador for the Aspen Youth Center throughout the community;
- As required, attend and assist in all AYC fundraising projects and events;
- Complete any and all duties that may be required for the successful of Aspen Youth Center.

Required Qualifications:

- Bachelor’s Degree from an accredited 4-year college or university;
- One to three years’ experience working directly with children and/or teens in grades 4-12;
- A deep appreciation for children and teens and enjoys working with them on a daily basis;
- Self-motivated, able to work independently with indirect supervision from Executive Director and Program Manager;
- Strong organizational and time management skills and the ability to demonstrate flexibility in dealing with a variety of tasks on a daily basis;
- Experience supervising staff, volunteers, and/or interns;
- Ability to deal effectively with ambiguity of tasks;
- Ability to take initiative;
- Strong written and oral communication skills;
- Ability to be productive in an open and collaborative work environment;
- Willingness and ability to work select Friday evenings (until 9:00pm) during the school-year;
- Willingness and ability to work flexible hours and days as needed for fundraising events, meetings, facility rentals, and overnight youth programs;
- Ability to present oneself in a highly professional manner and act as an ambassador for Aspen Youth Center;
- Ability to safely drive an 8-passenger rental van/SUV with youth on board;
- Strong computer skills – Microsoft Word, Publisher, Excel, Google Suite;
- Be of good moral character as determined by a thorough background investigation;
- A strong sense of humor.

Preferred Qualifications

- Experience working with a non-profit organization;
- Experience working collaboratively with community organizations, schools, and other stakeholders;
- Fluency or comprehension of Spanish language;
- Working knowledge of child/adolescent development, family dynamics, etc.;
- Computer networking skills;
- Website management skills (wordpress/squarespace);
- Knowledge of social media (facebook, Twitter, Instagram, etc.) as marketing tools;
- Experience with Constant Contact/Mailchimp;
- Willingness to participate in trainings for CPR, Mental Health First Aid, etc. AYC will cover the costs of these trainings.

Benefits

- Competitive wage, commensurate with experience from \$40,000 to \$45,000
- Benefit plan that includes: health insurance, partial vision, partial dental, paid vacation time, personal time, wellness program, gym membership, professional development, and retirement;
- Opportunity to work in a fun, fast-paced working environment with dedicated professionals.

Aspen Youth Center is a youth 501c3 nonprofit organization founded in 1991. We provide a safe and supportive place where all youth in grades 4 through 12 can connect, learn, and grow during their out of school hours, for free. We do not discriminate based on age, gender, race, sexual orientation, religion, or political affiliation.